

MATERIALS DIVISION

Virginia Department of Transportation
MEMORANDUM

GENERAL SUBJECT: Miscellaneous Materials Records and Reports		NUMBER: MD 243-05
SPECIFIC SUBJECT: Source of Materials		DATE: March 25, 2005
DIRECTED TO: District Administrators	SIGNATURE: Andrew Mergenmeier, PE <i>Signature on original copy of memorandum</i>	

This update is proposed to reflect changes made to Section 106.01 (b) Processing Source of Materials submittals.

Revise Materials Division Manual of Instructions Section 803.67 (b) by deleting all existing paragraphs and replacing with paragraphs below.

(b) Sources of Materials

The contractor shall be notified by letter and/or verbally at the pre-construction conference that the Source of Materials form is to be submitted to the District Materials Engineer, Project Inspector, Project Engineer or other designee as a digital file. The Contractor should be provided with a computer diskette containing the digital file template(s) of the Scheduling & Contract Division's Form C-25 for use in listing the information to be submitted.

The District Materials Engineer's office will, upon receipt of the contractor's submittal, immediately determine the method(s) of acceptance for routinely encountered materials and/or material sources. The District Materials Engineer will forward portions of the submittal containing non-routine items to the Materials Division's Central Office for processing. The Central Office of the Materials Division will handle the processing of non-routine items, including the notification of and assignment of testing responsibilities by independent inspection agencies and proper acceptance methods from other internal Divisions. The Central Office of the Materials Division will advise the District Materials Engineer of any noted deficiency regarding the information on the non-routine items. If, for any reason, the contractor's submittal is incomplete, incorrect or needs clarification, the Central Office of the Materials Division will return the Contractor's submittal to the District Materials Engineer for resolution of the problem. Upon resolution of such deficiency, the submittal will be returned to the Central Office of the

Materials Division for processing. After processing, the submittal will be returned to the District Materials Engineer for final distribution.

The District Materials Engineer will send copies of the processed Source of Materials to the Project Inspector, Project Engineer, the Contractor, and any other District Materials Engineer who has been assigned testing/monitoring responsibilities. The Project Inspector should not approve the use of material until verification is received that the Source of Material has been processed or otherwise receives a processed copy.

For additional details, especially the caution regarding substitutions for source of materials letters, see sections 106.01(b) and (c).

Cy:

Commissioner
Chief Engineer
Division Administrators
Resident Engineers
District Materials Engineers
District Construction Engineers
District Maintenance Engineers
American Concrete Paving Association
NE Chapter, Southern Region

Virginia Aggregates Association
Virginia Asphalt Association
Virginia Dept. of Minority Business Enterprise
Virginia Ready-Mixed Concrete Association
Federal Highway Administration
Virginia Transportation Construction Alliance
Precast Concrete Association of Virginia